



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Workforce Solutions
Bureau of Partner Services

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

**FROM: Amy Mendel-Clemens
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Policy & Systems Communications Section**

**SUBJECT: Five New W-2 Reports Available on
Web Intelligence (WEBI)**

CROSS REFERENCE: *W-2 Manual, Chapter 7*

EFFECTIVE DATE: Immediately.

PURPOSE

This memo provides information on the following five new W-2 reports now available through Web Intelligence (WEBI).

1. DWSCDW-W2 Report #23 [PROMPT] - *W-2 Participants in Paid Placements with High Clocks – DWS Regions*
2. DWSCDW-W2 Report #23 [PROMPT] - *W-2 Participants in Paid Placements with High Clocks – Milwaukee Agencies*
3. DWSCDW-W2 Report #25 [PROMPT] - *W-2 Participants in CMS at End of Month – DWS Regions*
4. DWSCDW-W2 Report #25 [PROMPT] - *W-2 Participants in CMS at End of Month – Milwaukee Agencies*
5. DWSCDW-W2 Report #25 - *W-2 Participants in CMS at End of Month – All Months*

BPS OPERATIONS MEMO

No.: 02-25

File: 2430 2431 2433.5

Date: 4/15/2002

Non W-2 ☐ **W-2** ☒ **CC** ☐

PRIORITY: High

BACKGROUND

In March 2001, the Department of Workforce Development formed the Milwaukee W-2 Advisory Panel in order to review and generate practical ideas for improving the effectiveness of W-2 in serving its Milwaukee clients. After conducting interviews, holding forums and engaging in extensive workshops, the W-2 Advisory Panel identified specific areas as having significant potential for improving the effectiveness of W-2 in Milwaukee. Groups were formed to address these areas of concern. Out of these groups, a number of recommendations were developed. Extensive input from the Milwaukee W-2 agencies was solicited. In addition, for those recommendations that were made that impact W-2 policy statewide, input was sought from W-2 agencies outside of Milwaukee as well.

One of the specific areas identified as having significant potential for improvement was ensuring a safety net. In other words, ensuring that existing W-2 policies and procedures met all eligible participants' needs and did not have the potential to harm those in need. Because the safety net recommendations affected the administration of W-2 statewide rather than just in Milwaukee, the Safety Net subgroup consisted of a representative from both a Milwaukee and a balance of state W-2 agency.

This Operations Memo is just one in a series of memos being used to implement the recommendations made by the Safety Net subgroup and approved by the Department of Workforce Development.

Several recommendations made by the Safety Net subgroup involved the placement of unemployed individuals on the Unsubsidized Employment rung of the W-2 ladder who are coded as CMS. One recommendation was to change the policy of requiring a review of the CMS placement from 60 days to 30 days. This change has been made and was issued in the most recent version of the W-2 Manual (02-01). Another recommendation was to develop a report that would assist the W-2 agencies in tracking those cases that are placed in CMS to ensure timely review of these cases at 30 days and beyond, if necessary. The report is now available to the agencies.

In addition to the CMS report, the Division of Workforce Solutions (DWS) has also made available a report regarding advanced clocks. This report will assist agencies in tracking individuals that have reached an advanced stage of their W-2 lifetime clock or the W-2 employment position clocks.

REPORTS

The following reports can be found in WEBI by selecting menu option "*Corporate Documents*" and then selecting the "*W2-Participant*" category.

W-2 Participants in Paid Placements with High Clocks

The following two clocks reports have been created:

1. DWSCDW-W-2 Report #_23 [PROMPT] - *W-2 Participants in Paid Placements with High Clocks – DWS Regions*
2. DWSCDW-W-2 Report # 23 [PROMPT] - *W-2 Participants in Paid Placements with High Clocks – Milwaukee Agencies*

The clocks reports includes those individuals in the balance of state W-2 agencies that are active at the end of each calendar month and have reached 12 months on a W-2 employment position clock or 45 months on the W-2 lifetime clock. For the Milwaukee W-2 agencies, it includes those individuals that have reached 18 months on a W-2 employment position clock or 45 months on the W-2 lifetime clock. For each individual, the report displays the number of months used on all W-2 clocks, e.g., W2T, CSJ, OTF, JOBS, etc. In order to be included on the report, the individuals must have been in a W-2 subsidized placement on the last day of the report month.

In addition, the report has three types of alerts:

- W2T Alert
- CSJ Alert
- 60 Mo. Alert

The W2T and CSJ alerts identify individuals that have used 18 or more months on either W-2 employment position clocks. The 60 Mo. Alert identifies individuals that have used 45 or more months on the W-2 lifetime clock.

Agencies can use this report to track those individuals for whom extension decisions need to be made as well as those individuals in extension status.

W-2 Participants in CMS at End of Month Reports

The following three CMS reports have been created:

1. DWCSDW-W2 Report #25 [PROMPT] - *W-2 Participants in CMS at End of Month – DWS Regions*
2. DWSCDW-W2 Report #25 [PROMPT] - *W-2 Participants in CMS at End of Month – Milwaukee Agencies*
3. DWSCDW-W2 Report #25 - *W-2 Participants in CMS at End of Month – All Months*

The first two CMS reports include listings of participants by agency. They identify all W-2 participants coded as CMS at the end of a month. For each participant coded CMS at the end of the month, the report shows how many days the individual has been in the CMS placement and then categorizes the length of stay in one of the following five categories:

- 0 – 25 days
- 26 – 30 days
- 31 – 59 days
- 60 – 89 days
- 90 – 119 days
- 120+ days

The third report contains summary data regarding length of time in CMS placements by month. It does not include individual listings.

Unemployed individuals placed on the Unsubsidized Employment rung must receive intensive case management services from the FEP to facilitate employment at the earliest opportunity. The FEP must maintain regular and frequent contact (at least once per week) with unemployed participants. During these weekly contacts, the FEP should evaluate whether providing case management services is still appropriate, and document the results on the CARES case comments screen.

If the participant is unable to find unsubsidized employment within 30 days, the FEP must consider placing the individual in a Trial Job or a CSJ employment position. In addition to appropriate work activities while in these positions, there must be a strong emphasis on soft skills training, e.g., time management, budgeting, problem solving, etc. For those individuals placed in a CSJ, there must also be a strong focus on job readiness activities, such as job-search, setting up interviews with employers, etc. Placement in a W-2 employment position with a focus on job search will also provide more information to the FEP regarding the individual's capability of obtaining full-time employment.

DWS Regional staff are monitoring cases assigned to CMS for longer than 30 days. Regional staff review the cases within their region using this report. CARES screens will be reviewed and a follow-up will be done with the agency, if necessary. For cases that exceed 30 days, agencies will be asked to document the results of their own 30 day review of the CMS placement in CARES. This may result in a change in placement on CARES screen ACWI or comments in CMCC as to why the placement remains appropriate. DWS regional staff will also offer technical assistance as needed.

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Note: Email contacts are preferred. Thank you.